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AFTER SCANNING, ORIGINAL DOCUMENTS SHOULD BE BOXED IN
ACCORDANCE WITH INSTRUCTIONS

CONTRACTOR: THE ATTACHED FILE/DOCUMENT MUST BE
INDEXED AND SCANNED INTO IFW WITHIN 8 WORK HOURS;
UPLOADING OF THE SCANNED IMAGES SHOULD OCCUR NO
LATER THAN 16 WORK HOURS
FOLLOWING RECEIPT OF THIS REQUEST

DELIVER THE ATTACHED FILE/DOCUMENT TO THE TC
SCANNING CENTER

DATE	_____
DOC CODE	_____
APPLICATION NUMBER	_____
DOC DATE	_____

WEE